

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

August 6, 1964

CIRCULAR NO. A-66

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Reporting on motor vehicle fleets

1. Purpose. This Circular prescribes the method of reporting motor vehicle fleet information, both to provide a basis for determining budgetary allowances, and to eliminate certain duplicate reporting by agencies to the Bureau of the Budget and the General Services Administration. Information obtained hereunder will supplement that assembled by GSA, which is modifying its reporting system to eliminate any information required by this Circular.

Sept 15  
for 1964  
2. Reporting. Reports, on Standard Form 80, using only the past year column, are required to be submitted to the Bureau of the Budget by August 15, annually, by each agency of the Government, except the legislative branch and the judiciary. This submission is to be in original and three copies. In addition, Standard Form 80 will be used in the submission of past, current and budget year data on automobiles (including station wagons) and, upon special request, other types of vehicles, as a part of the budget submissions under Bureau of the Budget Circular No. A-11. Sufficient additional copies of the reports prepared to meet the August 15 requirements may be retained for later completion and submission in accordance with Circular No. A-11.

The reports are to include information on owned vehicles and on certain vehicles used on a term basis from motor pools or commercial sources, as described in the instructions. When vehicles of a given class used on a term basis are required to be reported, but no vehicles of that class are owned, the reports are nonetheless required in the detail applicable to term usage.

The reports of any agency will consist of (a) individual reports for each component bureau or other administratively established major segment, (b) reports of the agency central headquarters segment, (i.e., Departmental), and (c) overall consolidated reports, for each of the following classes:

Limousines  
Heavy Sedans  
Medium Sedans  
Other Sedans  
Station Wagons  
Ambulances

Buses  
Trucks, under 12,500 lbs., 4x2's  
Trucks, under 12,500 lbs., 4x4's  
Trucks, 12,500 to 16,999 lbs.  
Trucks, 17,000 lbs. and over

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Agencies which own or utilize vehicles in foreign countries will prepare two separate sets of reports: one for vehicles in domestic areas (the 50 States, U.S. territories and possessions, and the Panama Canal Zone), and one for vehicles in foreign countries.

3. Report forms and instructions. The report form, SF 80, contains instructions on the reverse. Supplies of the form are available in GSA Supply Centers. A sample of the face of the form, reduced to about half-size, appears as Attachment A, together with the instructions. There is also included a checklist, Attachment B, which, if followed in the preparation of the required reports, will help to insure their accuracy.

Attention is called to the Special Note following Section I in the attached instructions, which differs from the wording of the note printed on the reverse of Standard Form 80. The law, as interpreted by the Comptroller General, requires that vehicles procured by transfer involving an expenditure of funds are to be considered as purchases in relation to the limitations imposed by appropriation acts. An agency must exercise care to see that acquisitions involving an expenditure of funds, whether by purchase or transfer, do not exceed the numbers authorized for purchase. The instructions printed on the form are not clear on this point. Agencies should take steps to see that those officials responsible for preparing the reports are cognizant of this requirement. The instructions on the Form will be modified accordingly when it is next printed.

4. Supplementary explanations and support. Reports under this Circular are not complete unless the information shown on SF 80 is fully supplemented by explanations as called for by the instructions and checklist. When the SF 80 is submitted in accordance with Bureau of the Budget Circular No. A-11, additional explanations will be required as provided therein.

KERMIT GORDON  
Director

Attachments

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STANDARD FORM 80  
June 1964  
Bureau of the Budget Circular No. A-66

## REPORT OF MOTOR VEHICLE DATA

ATTACHMENT A  
Circular No. A-66

Agency

Bureau

Consolidation ☐

Vehicle Type

Date

Domestic ☐Foreign ☐

	Fiscal year 19__		Current year 19__		Budget year 19__	
<b>A. Net Fleet, July 1:</b>						
1. Actually on hand, July 1	+		+		+	
2. Add vehicles on order but outstanding, July 1	+		+		+	
3. Deduct vehicles included in A1 awaiting disposal	-		-		-	
4. Net Fleet, July 1 (A1+A2-A3)						
<b>B. Acquisitions:</b>						
1. All new orders placed, including those not yet delivered	+		+		+	
2. Acquired by forfeiture	+		+		+	
3. Acquired by transfer	+		+		+	
4. Total acquisitions (B1+B2+B3)						
<b>C. Disposals accomplished and scheduled:</b>						
1. Carryover disposals accomplished (non-add)	( )		( )		( )	
2. Newly scheduled disposals accomplished	+		+		+	
3. Newly scheduled disposals, unaccomplished June 30	+		+		+	
4. Total newly scheduled disposals (C2+C3=4a+4b1 through 4b4)						
a. For replacement (non-add)	( )		( )		( )	
b. Not for replacement (non-add):						
(1) Transfers to other agencies	( )		( )		( )	
(2) Donation to non-Federal recipients	( )		( )		( )	
(3) Sold	( )		( )		( )	
(4) Other (Explain)	( )		( )		( )	
<b>D. Newly scheduled disposals being replaced (non-add):</b>						
1. Meeting both age and mileage standards	( )		( )		( )	
2. Meeting mileage standard only	( )		( )		( )	
3. Meeting age standard only	( )		( )		( )	
4. Not meeting either standard (Explain)	( )		( )		( )	
5. Total (D1+D2+D3+D4=C4a)	( )		( )		( )	
<b>E. Net Fleet, June 30 (A4+B4-C4):</b>						
1. Deduct new vehicles ordered but not received	-		-		-	
2. Add newly scheduled disposals not accomplished (C3)	+		+		+	
3. Add carryover disposals not accomplished (A3-C1)	+		+		+	
4. Actually on hand, June 30 (E-E1+E2+E3)						
<b>F. Vehicles used on a term basis:</b>						
1. Assigned from interagency motor pools						
2. Rented commercially						
3. Total (F1+F2)						
<b>G. Total vehicles available full time (E+F3)</b>						
<b>H. Obligations and related data:</b>						
1. Obligations for vehicles ordered	\$		\$		\$	
2. Cost of vehicles acquired otherwise	\$		\$		\$	
3. Proceeds from disposals:						
a. Applied for replacements	\$		\$		\$	
b. Deposited to miscellaneous receipts	\$		\$		\$	
c. Total (H3a+H3b)	\$		\$		\$	
<b>I. Cost of vehicles used on a term basis:</b>						
1. From interagency motor pools	\$		\$		\$	
2. Rented commercially	\$		\$		\$	
3. Total (I1+I2)	\$		\$		\$	

Explanations: (Key to year, and line letter and number. Continue on plain paper, if required.)

ATTACHMENT A. (Cont'd)  
Circular No. A-66INSTRUCTIONS FOR THE PREPARATION OF STANDARD FORM 80  
(To appear on the reverse of S. F. 80)

The reports using this form are required by Bureau of the Budget Circular No. A-66. Separate reports are required on various classes of vehicles outlined in the circular. Information required, by section and line, is as follows:

Section A produces the computation of "Net Fleet" at the beginning of the year being reported. Net Fleet is determined by adding to the vehicles actually on hand on July 1 (line A1) those vehicles yet to come into the fleet as the result of purchase orders outstanding (line A2) and deducting those vehicles on hand which were earmarked for disposal at some time prior to July 1. The result, (line A4), Net Fleet July 1, represents the composition of the fleet as it would be if all actions initiated (as authorized or required by budgetary authority) in the prior fiscal period(s) had been accomplished as of the June 30 just passed.

NOTE.--Lines A1 through A4, in any year, exactly agree with data appearing in Section E for the year previously. In the case of the 19PY column, the information must exactly agree with that appearing both in Section E of the 19PY column and in Section A of the 19CY column of the report prepared the previous year.

Section B covers the vehicle acquisitions which have taken place (19PY) or which will take place (19CY and BY). Line B1 will include all orders placed within the year, including vehicles which were not (19PY) or will not (19CY and BY) be delivered by the close of that year. The number of forfeited vehicles acquired will be reported only by the agency responsible for the forfeiture, and will include all such vehicles, whether later disposed of or retained. The number forfeited appearing on line B2 in the 19CY and 19BY columns will represent the agency's best estimate, giving consideration to all reasonable probability. Vehicles acquired by transfer, line B3, will include vehicles dropped from the inventory of the losing agency, on or prior to June 30, whether or not they have yet been delivered or come into physical possession of the gaining agency. Acquisitions by transfer will not be anticipated (19CY or 19BY columns) unless there is some sound basis for the assumption that transfers will actually take place, understood by both the gaining and losing agency. If budgetary assumptions involve the intent to acquire vehicles by transfer, but without firm plans having been developed, the information may be shown in the Explanation space, as a footnote, keyed to line B3 in the appropriate column.

Section C provides information on disposals. Line C1 does not enter into the computation directly, but provides a method of separating disposals during the year between (a) those disposals resulting from actions in prior years, and (b) those arising in the year under consideration. Ordinarily the number shown on this line will agree with that appearing

on line A3, unless disposals scheduled in a prior year are not accomplished until some time following the year just succeeding. (Such differences will appear on line E3.) Disposals scheduled for the first time during the year under consideration will appear on line C2, if accomplished during the year originally scheduled, or on line C3 if they are still pending at the close of that year. Line C4, the total of lines C2 and C3, is broken out, on the lines following C4, so as to give an analysis of the newly scheduled disposals: (a) whether they are associated with replacements, or (b) if not associated with replacements, whether they were disposed of (1) by transfer to other agencies, (2) donated to non-Federal recipients, (3) sold, or (4) otherwise disposed of. As in the case of acquisitions by transfer, disposals by transfer, in the 19CY and BY columns should be only those for which there is sound reason to expect that the transfers will take place, and this is understood by both the losing and gaining agency. Disposals that can reasonably be expected to take place by transfer, as reflected in historical or statistical trends, should not be shown in the table, but may be reflected by footnote, keyed to line C4b(1), in the 19CY or BY column.

**NOTE.**—Vehicles disposed of for replacement are assumed to be disposed of by sale. Where this is not the case, the figure appearing on line C4a should be footnoted indicating the number not sold and the method of their disposal.

**Section D** is an analysis of the age and mileage condition of vehicles disposed of for replacement, as shown on line C4a, and the total of the section, shown on line D5, must agree with the figure on line C4a. The age and mileage standards referred to on lines D1, 2, and 3, are those published by the General Services Administration. Disposals for replacement not meeting either standard, line D4, must be explained.

**Section E** reflects the Net Fleet at the close of the year under consideration, and provides a method of demonstrating the reconciliation of the Net Fleet to the inventory of vehicles actually on hand on June 30. As in the case of Net Fleet at the beginning of the year, as used in Section A, the term is defined as being that fleet which would exist if all acquisition and disposal actions up to that time had been actually accomplished.

**Section F** furnishes data on the number of vehicles used to supplement those owned by the reporting agency. Line F3 is the total of lines F1 and F2. It should represent the number of vehicles an agency would need to add to its owned fleet if it did not have access to motor pool vehicles or to commercial rentals. The figures on line F3 (or lines F1 and F2) should not include short-term peak-load cases, vehicles used infrequently on an intermittent basis, those used on a trip basis as substitutes for common carrier, or those obtained on a daily basis. The figures should include each vehicle obtained for use over a period of 3 months or more. However, a special rule will apply in instances where the reporting

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organization's needs are permanently reduced during a year; only those vehicles required to maintain the lower level of service should be reported under these circumstances, and this would ordinarily be the number in service during the last month of the year.

Section G shows the total of lines E and F3, combining the owned vehicles with those used on a term basis. The result is an expression of the overall requirements for motor vehicles of the class covered.

Section H provides information on the obligations incurred and on related data during the year. The figures on line H1 are intended to represent the purchase price of all vehicles ordered (line B1), without offset occurring by the application of proceeds of disposals. The amount is not to include transportation or other delivery costs which are not subject to purchase price limitations. Line H2 is intended to show the direct costs involved in acquiring vehicles by transfer or forfeiture (lines B2 and B3), including the costs of storage, transport and any repairs or modifications necessary to put them into operating condition. The amount is to include the costs applicable to all forfeited vehicles (line B2), whether retained for use, transferred or sold. Lines H3a, b, and c are not concerned directly with the amount of proceeds of sales actually received during the year. Line H3c is the total of lines H3a and H3b. Line H3a is to show the amount of proceeds of sales applied, or to be applied, to vehicles ordered during the year as replacements for vehicles disposed of, or remaining to be disposed of at the close of the year. In most instances it will represent the proceeds of vehicles reported on line D5, and will include an estimate in the 19PY column to the extent that the sale price of any such vehicles has not been determined at the time the report is prepared. Line H3b, however, is to report the amount deposited to miscellaneous receipts during the year being reported, including unapplied proceeds from sales carried over from prior years, and other proceeds which cannot or will not be applied to replacements.

Section I provides the cost of obtaining the use of vehicles from pools and commercial rentals. Line I1 is to show the amount of billings for pool car usage, excluding billings attributable to vehicles eliminated in arriving at the number reported on line F1, for any of the reasons covered in instructions pertaining to Section F, above. Line I2 will, likewise, show the cost of vehicle commercial rentals attributable to the vehicles appearing on line F2.

**SPECIAL NOTE.**—The total of acquisitions by purchase (line B1) and by transfer involving an expenditure of funds (appearing on line B3) for all classes of passenger-carrying vehicles (including buses and ambulances), must not exceed the total authority to purchase either (a) appearing in appropriation language enacted or (b) appearing in appropriation language proposed, if not yet enacted, as applicable for that column. In the same manner, acquisitions, either by purchase or transfer involving expenditure of funds (lines B1 and B3), and disposals for replacement (line D5) must not be in disagreement with restrictions as to "replacement only" contained in applicable language, either enacted or proposed. If 19CY or

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19BY reports do not include data on buses and ambulances, the reports for other passenger-carrying vehicles will carry an explanation indicating the number of purchases and disposals of these two types, in order to demonstrate that the total of all acquisitions and disposals of all passenger-carrying vehicles are in conformity with the language.

Explanations are required in instances where reporting or fleet conditions depart from the conditions assumed by the foregoing instructions. Examples in which explanations are required include, but are not limited to, the following:

When data is not in agreement between lines or sections of the report, as indicated in the instructions. Example: Data in Section A, 19PY, is not in agreement with that on last year's report in Section E (19PY) and Section A (19CY).

When data is reported as required by the instructions, but would be incomplete or misleading unless expanded. Example: Agency assumes and expects to acquire a number of vehicles by transfer, but the plans have not been firmed up with the losing agency(ies) at the time the report is prepared.

When there is a departure from the conditions assumed by the instructions. Examples: When vehicles disposed of for replacement are not sold; vehicles are replaced before reaching either age or mileage standards.

When data are specifically required. Examples: Data as may be required by Bureau of the Budget Circular No. A-11; data necessary to demonstrate that purchases and replacements of passenger-carrying vehicles is in conformance with appropriation language as enacted, or as proposed if not yet enacted.

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ATTACHMENT B  
Circular No. A-66

Checklist for use in preparation of S. F. No. 80, Report of Motor Vehicle Data.

General.

- \_\_\_ Have separate reports and separate consolidations been prepared for each class of vehicles outlined in the Circular?
- \_\_\_ Are there separate sets of reports for domestic and foreign vehicles?
- \_\_\_ Have the reports been prepared in the correct number of copies?
- \_\_\_ Are the budget submission copies of the reports for limousines, sedans, and station wagons complete in the columns for all three years?
- \_\_\_ Are the reports properly identified in the heading spaces?
- \_\_\_ If special current year and budget year data has been requested by the Bureau of the Budget on ambulances, buses or trucks, are the forms complete in this respect? Do the reports check out arithmetically as specified in various stubs?
- \_\_\_ Are explanations complete? Do they include information specifically required by Circular A-11?
- \_\_\_ Has the reported information been reviewed to determine that it is not incomplete or misleading unless further explained?
- \_\_\_ Are explanations correctly keyed to the year column and to the line letter/number designation?
- \_\_\_ Are the limousines, heavy and medium sedans being reported within the vehicle allowances established by the Bureau of the Budget under Circular No. A-22?

Section A.

- \_\_\_ Are the data in Section A, for any year, in numeric agreement with that in Section E for the prior year? If not, are differences correctly explained?
- \_\_\_ Is the beginning inventory, in the 19PY column, in exact agreement with the beginning inventory in the 19CY column of last year's report (and with the 19PY ending inventory of that same report)? If not, has it been adequately explained?

Section B.

- \_\_\_ Does line B1 show all orders placed during the year, including those not yet delivered? Does it exclude vehicles received during the year which were ordered in previous years?
- \_\_\_ Does line B2 show only vehicles acquired by forfeiture in the first instance by your own agency? Are all such acquisitions shown regardless of later retention or disposal?
- \_\_\_ Are forfeited vehicle estimates shown in the 19CY and 19BY columns based upon reasonable probability?



Section B (cont'd).

- Does the number of vehicles acquired by transfer include all vehicles dropped from the inventory of the losing agency even though they may be still in transit or for other reasons been delayed in coming into possession of your agency? Does the number shown exclude all vehicles received during the year that were reported on line B3 in the prior year?
- Does the number of transfers shown in the 19CY and 19BY column reflect only those for which there is a sound basis for the estimate? Does the agency from whom the vehicles will be acquired understand that the transfer will take place?
- If additional transfers are anticipated that have not yet reached the point of agreement by both agencies, are they shown as a footnote, rather than on line B3?

Section C.

- Have all disposals unaccomplished from prior years been accomplished in the year being reported? If not, is the difference between lines C1 and A3 shown on line E3?
- Were all vehicles being reported on line C4a sold? If not, has the breakdown been provided in the Explanation space?
- In both the 19PY and 19CY columns, is there a difference resulting when line C4a is subtracted from line B1? If so, is the sum of all such differences for passenger-carrying vehicles (all classes, including ambulances and buses) smaller than, or equal to, the number of additional passenger-carrying vehicles authorized for the year in applicable appropriation language? If larger, have the reasons been explained?
- Is the total of acquisitions of all classes of passenger-carrying vehicles shown on line B1 within the total appearing in applicable appropriation language?

Section D.

- Does line D5 equal line C4a? Are vehicles shown on line D4 explained?

Section E.

- Does line E1 show the number of vehicles ordered but outstanding on June 30?
- Is line E2 equal to line C3?
- Is line E4, in the 19PY column, equal to the actual inventory of vehicles on hand?

Section F.

- Do lines F1 and F2 reflect only vehicles used for three months or more?

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Section F (cont'd).

- \_\_\_\_\_ Is the figure on line F3 a reasonable representation of the number of cars your agency would need to own if they were not available from pools or commercial rentals? If not, is it explained?

Section G.

- \_\_\_\_\_ Does line G show the total of lines E and F3?

Section H.

- \_\_\_\_\_ Does line H1 show the total of obligations incurred for the purchase price for all orders placed during the year, without offset for application of proceeds of disposals? Does the amount exclude transportation and other delivery costs?
- \_\_\_\_\_ Does line H2 show the total costs of securing vehicles through transfer or forfeiture, including such costs as transportation, storage, repair, modification, etc.?
- \_\_\_\_\_ Does line H3a show the total amount applied, or to be applied, to the purchase of replacements ordered in the year under consideration?
- \_\_\_\_\_ Does line H3b show the actual amount deposited to miscellaneous receipts during the year, regardless of the year in which the receipts were received?

Section I.

- \_\_\_\_\_ Does line I1 reflect the actual cost during the year for use of the motor pool vehicles shown on line F1?
- \_\_\_\_\_ Is the amount on line I2 the actual cost of commercial rental of the vehicles shown on line F2?

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